

**INVITATION FOR BIDS**  
**1.817 +/- acres of land**  
**unimproved**  
**Part of a larger tract**  
**Deed 178/119 & 178/116 (subject to survey)**  
**East side of Old Dorsey Run Road & West side of Dorsey Run Road north of Giant Drive**  
**Jessup, Maryland 20794**  
**Tax Map: 48 Parcel: 128**  
**County: Howard**

**INSTRUCTIONS TO BIDDERS**

**Invitation for Bids** Bids for the purchase of the Property will be received and then publicly opened starting April 25, 2005 at 10:00 A.M. EST and ending May 27, 2005 at 3:00 P.M. EST “Bid End Date” at the Department of General Services Office of Real Estate, 300 W. Preston St., Room 601, Baltimore, Maryland 21201. Bids are announced daily on a recorded telephone message at (410) 767-4516. This Invitation and all bids submitted must be in compliance with and subject to the provisions of this Invitation. The Maryland Department of General Services has been authorized by Title 10-305, et seq. of the State Finance and Procurement Article of the Annotated Code of Maryland to negotiate a disposition price on “the Property” as hereinafter defined, subject to the approval of the State Board of Public Works (“Board of Public Works”).

**Bid Price** The State seeks to obtain the maximum value for the Property and reserves the right to reject any and all bids. The State bases its determination upon information from an appraisal of the Property that will not be available to prospective bidders. In many instances, there is a significant difference between the assessed value, appraised fair market value and the selling price of similar properties. The minimum bid for this property is \$500,000.00. Bids to purchase must be on a cash only basis. No credit terms are available.

**Bid Deposit** Each bid must be accompanied by a bid deposit in the form of a certified check, cashier's check or bank/postal money order, made payable to the order of “The State of Maryland/Insert your name”, in an amount designated below, so that either the State or the bidder, if unsuccessful, may negotiate the draft (the “Deposit”).

Failure to provide the bid deposit will result in rejection of the bid. Upon acceptance of a bid, the appropriate bid deposit of the successful bidder will be applied toward payment of the Purchaser’s obligation to the State of Maryland. No interest will accrue on the bid deposit.

Property Location  
East side of Old Dorsey Run Road  
& West side of Dorsey Run Road north  
of Giant Drive, Jessup, Maryland 20794

Bid Deposit  
\$25,000.00

### **Bid submission**

Bids must be submitted to:

Department of General Services  
Office of Real Estate  
Land Acquisition and Disposal Division  
300 W. Preston St., Room 601  
Baltimore, Maryland 21201

If you wish to hand deliver a bid, enter the 300 W. Preston St. building and the receptionist will call (410) 767-4303 to direct you to the appropriate location to deliver the bid. After the initial offer when bid deposit has been submitted, any increases may be transmitted by fax, following the guidelines below.

### **Bid Form**

- a. Bids must be submitted on the Bid Form accompanying this Invitation, and all information and certifications called for thereon must be furnished. Bids submitted in any other manner or which fail to furnish all information or certifications required may be summarily rejected as non-responsive.
- b. Bids will be filled out legibly with all erasures, strike overs, and corrections initialed by the person signing the bid and the bid must be manually signed.
- c. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened.
- d. In submitting a bid, only return the Bid Form. Retain all other documents, including one copy of the Bid Form, for your records.
- e. Additional bid forms are available from the State of Maryland Department of General Services Office of Real Estate or at the DGS website at [www.dgs.state.md.us](http://www.dgs.state.md.us) (then click on Office of Real Estate). Forms in the Invitation for Bids may be photocopied.

**Bid Envelopes** Envelopes containing bids must be sealed and addressed as designated above. The name and address of the bidder must be shown in the upper left corner of the bid envelope, the invitation number, the date and hour that the State will begin accepting bids and the phrase “Bid for Real Property” must be shown in the lower left corner of the envelope. No responsibility will attach to any officer of the State for the premature opening of or failure to open a bid not properly addressed and identified.

**Bid Executed on Behalf of Bidder** A bid executed by an attorney or agent on behalf of the bidder must be accompanied by an authenticated copy of his/her Power of Attorney or other evidence of authority to act on behalf of the bidder.

- a. **Corporation** If the bidder is a corporation, the corporation must be registered and in good standing with the Maryland State Department of Assessment and Taxation (“SDAT”). A certificate of good standing from SDAT must accompany the bid submission. The bid must be signed by the President or a Vice President of the corporation, or must be accompanied by Corporate Resolutions signed by the secretary of the corporation granting authority to the individual signatory to execute the bid on behalf of the corporation.
- b. **General Partnership** If the bidder is a general partnership the bid must be signed by all the partners, or be accompanied by a statement signed by all the partners that the signatory(s) has authority to execute the bid on behalf of the partnership.
- c. **Limited Partnership** If the bidder is a limited partnership, the limited partnership must be registered and in good standing with SDAT. The bid must be signed by the General Partner. The State reserves the right to require evidence of the authority of the signatory.
- d. **Limited Liability Company** If the bidder is a limited liability company, the limited liability company must be registered and in good standing with SDAT. The bid must be signed by the Authorized or Managing Member. The State reserves the right to require evidence of the authority of the signatory.
- e. **Other Business Entity** If the bidder is a business entity other than one of those listed above, it must be registered and in good standing with SDAT if required to under law, and the bid must be signed by duly authorized for that type of business entity. The State reserves the right to require evidence of the authority of the signatory.

**Bid Openings** Bids are opened daily when received starting April 25, 2005 at 10:00 A.M. EST.

**Daily Bidding Results** The day's bid results are available (24 hours-a-day) by calling the recorded message at (410) 767-4516. Information on whether or not the State has designated an Accepted Bid, as defined below, is also available on the recording 24 hours-a-day.

**Continuing Offers** Each bid received will be deemed to be a continuing offer after the date of the bid for 45 calendar days, unless the bid is accepted or rejected by the State before the expiration of the 45 calendar days. If the State desires to accept any bid after the expiration of the 45 calendar days, the consent of the bidder will be obtained prior to such expiration.

**Increasing Your Bid** If you learn from the recorded message that your bid was not the high bid, you can submit a higher bid until the Bid End Date as specified in this Invitation for Bids. Increases in previously submitted bids are welcome and the bid deposit from your first bid will apply to subsequent increased bids. Increased bids must be on State of Maryland bid forms. Increased bids must be at least \$3,000.00 more than the previous high bid in order to be considered.

**Faxing your Bid** The DGS Office of Real Estate cannot accept initial bids by fax. However, once your initial bid and deposit has been received, any increases you wish to make can be made on State of Maryland forms and sent to us by fax. Bids not on State of Maryland forms will be rejected as non-responsive. If your fax bid is not reflected on the recording and it is higher than the announced bid, you need to call (410) 767-4303 for verification. By faxing your bid you are agreeing that your faxed bid is a binding offer. Bids for faxing must be completely filled out and signed. The fax number (24 hours a day) for increased bids is (410) 333-7144.

**Responsive Bid Defined** A bid received from a bidder whose bid conforms to this Invitation, is a Responsive Bid, and shall be included in the pool from which the Accepted Bid is chosen. The insertion of any contingencies or conditions by a bidder shall make the bid non-responsive, and shall be rejected. Further, the State reserves the right to reject any and all bids at any time for any reason.

**Accepted Bid Defined** The Responsive Bid that is most advantageous to the State, in terms of price, will be the Accepted Bid. In the event two or more Responsive Bids are received that are equal in all respects, the selection will be made by a drawing by lot limited to such equal Responsive Bids.

**Notice of Acceptance or Rejection** Notice by the State of acceptance or rejection of a bid will be deemed to have been sufficiently given when mailed to the bidder, or his/her duly authorized representative, at the address indicated in the bid. The State's processing of a bid deposit will not, in itself, constitute acceptance of the bidder's offer. The State reserves the right to reject any or all bids or portions thereof.

**Date of Bid Acceptance** The Date of Bid Acceptance shall be deemed to be the date upon which the State decides which bid is the Accepted Bid, which date shall be within two (2) working days after the Bid End Date.

**Return of Bid Deposits** All bid deposits will be held until the Date of Bid Acceptance. The bid deposits of all unsuccessful bidders will be mailed out within five (5) working days from the Date of Bid Acceptance.

**Additional Information** The State, at the address given in this Invitation, will, upon request, provide additional copies of this Invitation, and answer requests for additional available information concerning the Property to facilitate preparation of bids. Each bid submitted will be deemed to have been made with full knowledge of all terms, conditions and requirements contained in this Invitation.

**Waiver of Informalities or Irregularities** The State may, at its election, waive any minor informality or irregularity in bids received.

**Summary of Telephone Numbers**

Fax Number for Increasing Bids: (410) 333-7144

Recorded Message: (410) 767-4516

Verification of Bids and Directions: (410) 767-4303

**Telephone Inquiry**

If after reading this Invitation for Bids, you have any questions about this property, contact Joel Matz at 410-767-1262, or send email to: [Joel.Matz@dgs.state.md.us](mailto:Joel.Matz@dgs.state.md.us) or [ore@dgs.state.md.us](mailto:ore@dgs.state.md.us).